

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 07-74**

**POSITION TITLE/NUMBER:** Facility Manager, (Temp Promotion NTE 1 year), 07-74, (PD Number 08682000)

**GRADE/PAY:** GS-1640-12 \$63,417.00 - \$82,446.00 per annum

**DUTY LOCATION:** MTC, Fort Pickett, Blackstone, VA

**OPENING DATE:** 20 April 2007      **CLOSING DATE:** 4 May 2007 (1700 hrs)

**EMPLOYMENT STATUS:** Excepted Service Male/Female Commissioned Officers

**WHO CAN APPLY:**

**GROUP I** - Applications will be accepted from all qualified Commissioned Officers currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**MILITARY CRITERIA:** Applicant must be qualified and eligible for award of an BR/AOC as follows: OFF: BR: 21 AOC: 92A

**MILITARY ASSIGNMENT:** Applicant selected for this military technician position must occupy a military assignment in the Virginia National Guard that ensures proper grade, unit and Branch prior to placement.

**POINT OF CONTACT:** Mr. Ronnie L. Tedder, (434) 292-2098

**QUALIFICATION REQUIREMENTS:**

**GENERAL** - Experience, education or training which provided a knowledge of practices and procedures related to property management; general maintenance systems, materials requirements, and scheduling procedures.

**SPECIALIZED** - Work experience listed on the application must show at least thirty-six (36) months of experience which equipped the applicant with specialized experience to successfully perform the duties of the position, such as: experience which provided a knowledge of specialized facility operations; experience in managing and controlling budgets, materials, manpower needs, contracts and procurements, and other viable resources; experience which demonstrates the ability to perform estimating and contracting procedures; the ability to deal with organization and agency representatives and various contract and supply vendors; preparing and making budget estimates for new operations and preparing requests for new methods of equipment; preparing and directing in-depth programs to support all phases of major construction projects to include maintenance and repair; in-depth knowledge of techniques used in the construction and maintenance fields; and the ability to manage, plan and organize the various skilled trades; prepares and participates in presentations to federal, state and local officials in support of major construction operations and maintenance programs; ability to plan, direct, organize and control the work flow to manage construction and maintenance projects; experience is a position of responsibility that required the applicant to evaluate operations and locate areas that need improvement; the ability to receive and compile data; experience that required a knowledge of regulations related to this position and ability to set policy and establish sound operating procedures.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** Applicants should prepare statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. Failure to provide KSAs could result in the inability to certify applicant for the position. **The KSA's are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of the capabilities, requirements and operating principles of various facility management fields to include maintenance and construction techniques.
2. Ability to gather and organize data from various sources.
3. Knowledge of estimating and contracting procedures.
4. Skill in dealing with representatives of other agencies, contractors and suppliers in the private sector.
5. Ability to make cost and budget analysis and project operating expenditures.
6. Ability to organize, direct and coordinate the efforts of a wide variety of trades and crafts workers.
7. Ability to communicate effectively both orally and in writing.
8. Ability to assign responsibilities and delegate authority.

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9. Ability to evaluate operations and isolate areas for improvement.
10. Ability to gather and organize various data, distinguish priorities and plan further contingencies.
11. Knowledge of established policies, procedures, and regulations regarding fire prevention, security and safety programs.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required specialized may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position; i.e., Engineering, Architecture, Industrial Arts, Property Management and Business Management/Administration. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 08682000:** Formulates plans, programs, policies, and directs activities pertaining to the operation, maintenance, repair, rehabilitation and improvements to all real property facilities. Establishes priorities for functions to be accomplished by the Directorate of Facilities Engineering, and establishes suspenses. Manages the facilities engineering program at the MTC, with direct/indirect supervisory/managerial responsibility for over 100 subordinates. Responsible for the preparation of the DFE five year construction program. Formulates and submits to the Training Site Manager (TSM) the OMARNG budget for the fiscal year. Programs and plans for projects to be accomplished by military engineering units during Annual an/or Weekend Training by coordinating the projects with DFE supervisors and unit Commanders. Programs and projects yearly requirements for major and minor engineering, construction, and maintenance, activities at the MTA. Submits recommendations to the TSM for building use and assignment based on facility, and physical space utilization studies conducted by the Civil Engineer. Responsible for implementation of the environmental protection program for the MTA. Serves as the installation Fire Marshal. Responsible for the preparation and coordination of the Facilities Engineering portion of mobilization, emergency, disaster, and special plans and exercises.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VA 23824-6316, BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@ng.army.mil](mailto:vanguardtechjobs@ng.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS, OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 07-74

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Human Resource Officer